



Financial and Administrative Service Department
Purchasing Office
PO Box 1088, Austin, Texas, 78767

January 18, 2008

Immigration Counseling and Outreach Services
Terri English, Executive Director
5555 North Lamar Blvd., Suite K-100
Austin, Texas 78751

Dear Ms. English:

The City of Austin has approved the execution of a contract with your company for Social Services in accordance with the referenced council award.

Responsible Department:	Health & Human Services
Department Contact Person:	Leslie Boyd
Department Contact Email Address:	leslie.boyd@ci.austin.tx.us 7201 Levander Loop, Austin, Texas 78702
Department Contact Telephone:	(512) 972-5036
Project Name:	Social Services
Contractor Name:	Immigration Counseling and Outreach Services
Contract Number:	NG080000041
Contract Period:	01/01/08-12/31/08
Contract Period Amount	\$20,700.00
Extension Options:	None
Requisition Number:	NA
Solicitation Number:	NA
Agenda Item Number:	Item No. 21
Council Approval Date:	12/13/07

A copy of the contract/purchase order will be forwarded by mail or email.

Thank you for your interest in doing business with the City of Austin. If you have any questions regarding this contract, please contact the person referenced under Department Contact Person above.

Sincerely,

Wilbur Jones
Buyer I
Purchasing Office